



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:

001-14

ISSUE DATE:

January 10, 2014

TITLE:

GOVERNMENT REPRESENTATIVE 1

CLOSING DATE:

January 24, 2014

FUNCTION:

MANAGER, OFFICE OF REVENUE AND FINANCIAL REPORTING

LOCATION:

Department of Children and Families (DCF)
Office of Revenue and Financial Reporting
50 East State Street
Trenton, NJ 08625

POSITIONS:

1

DISTRIBUTION:

STATE WIDE

SALARY:

Commensurate with education and experience.

SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.

DESCRIPTION: Supervise and direct operations of the NJDCF Office of Revenue and Financial Reporting (staff of 20) to ensure accountability for all claiming and financial reporting by the Department as required for federal programs including Title IV-E, IV-B, IV-D, XIX, XX, XXI, Social Security benefits, various block grants, restricted grants, as well as state funding sources.

Ensure federal funds are claimed on behalf of the Department in accordance with applicable statutes, regulations, and federally approved cost allocation plans. Oversee collection of cash receipts, fees, other revenue and federal funds utilized to support programs and services for children and families, including Foster Care and Adoption Assistance.

Coordinate and oversee the Department’s preparation and management of documentation required for state and federal audits/reviews including GN12, Single State Audit, Title IV-E Foster Care Eligibility Review, Social Security Administration, Medicaid and OIG audits.

REQUIREMENTS:

EDUCATION: Bachelor’s degree in Business Administration, Accounting, or related field required. An advanced degree is helpful/preferred, but not required.

EXPERIENCE: At least five (5) years of supervisory/managerial experience involving fiscal management. The experience should include work in accounting, auditing, budgeting, or finance.

LICENSE: Appointee will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

Electronic Filing:

Forward a cover letter and resume electronically to:
Jennifer.Figueroa@dcf.state.nj.us
Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:
Linda M. Dobron, Director
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717